

HACLA Homeless Incentive Program

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Presenter

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Sections

- Program Basics
 - Overview
 - Scale
 - Target Populations
- General Process
 - Who Can Apply
 - How to Apply
 - Application Processing
- Additional Program Elements
- Q&A



Program Basics – Overview

- Intended to facilitate applicant use of vouchers and certificates
- \$1,100 incentive payment to eligible landlords that commit to hold a unit for 31 days for a homeless individual from a HACLA homeless program
- No cap on the number of units for which a landlord can submit a HIP application
- The holding incentive payment is completely separate from the security deposit – it does not affect the amount the landlord may charge for the security deposit



Program Basics – Overview

- Once the unit passes inspection, the landlord's HIP application documents will be forwarded to the **SPA Lead**
 - **SPA Lead** – Lead agency for Service Planning Area, a sub-region of LA County used to facilitate service delivery
- The **SPA Lead** will then refer applicants from HACLA's homeless programs to the landlord



Program Basics – Scale

- Pilot program funded with \$5 million from the City of Los Angeles
- Potential for approximately 4500 HIP payments



Program Basics – Target Populations

- Intended to assist individuals in HACLA homeless programs indirectly by creating an incentive for landlords to rent to them
- All referred individuals will meet federal code definition of homeless or chronically homeless (24 CFR 578.3)



General Process – Who Can Apply

- Landlords, property owners, or authorized representatives with a vacant unit
- **Applicants** – individuals or families currently enrolled in a HACLA homeless program who have identified a vacant unit



General Process – Who Can Apply

- HACLA cannot process applications from homeless individuals not enrolled in a HACLA homeless program until they enroll in a HACLA homeless program and identify a vacant unit



General Process – How to Apply

- Application process has two entry points:
 - Vacant unit identified by landlord (referred to as a '**Landlord-Initiated**' application)
 - Can be referred to HACLA via the **SPA Lead** or independently by the landlord
 - Vacant unit identified by applicant (referred to as an '**Applicant-Initiated**' application)



General Process – How to Apply

- Landlords can go to www.hacla.org/hip, download the Landlord HIP Application Packet, and e-mail to hip@hacla.org. Packet Includes:
 - **Pre-RFTA**
 - **Vacant Unit Holding Agreement**
 - **W-9**
 - **Letter of Authorization** (only required if there is a non-owner authorized agent)



General Process – How to Apply

- **Applicants** can go to www.hacla.org/hip, download the **Applicant** HIP Application Packet, and e-mail to hip@hacla.org. Packet includes:
 - **Vacant Unit Holding Agreement**
 - **W-9**
 - **Letter of Authorization** (only required if there is a non-owner authorized agent)
 - **CES Consent Form**



General Process – How to Apply

- **Pre-RFTA**

- A shortened version of the full Request for Tenancy Approval – contains many of the same elements
- Includes unit address, proposed rent, utility responsibilities, comps, etc.
- Completed by the landlord



General Process – How to Apply

- **Vacant Unit Holding Agreement**

- Agreement to hold unit vacant to house an individual or family from a HACLA homeless program
- Term of the agreement is 31 days
- \$1,100 holding incentive is a flat fee regardless of number of BR's or any other factor
- Completed by the landlord



General Process – How to Apply

- **IRS Form W-9**
 - Request for Taxpayer Identification Number and Certification
 - Completed by the landlord



General Process – How to Apply

- **Letter of Authorization**

- Only required if there is a non-owner authorized agent
- Empowers an authorized agent to negotiate and sign contracts with HACLA on behalf of the owner
- Completed by the landlord
- Not currently available at www.hacla.org/hip - e-mail hip@hacla.org for a copy



General Process – How to Apply

- **CES Consent Form**

- Only needed for **Applicant-Initiated** HIP applications
- Allows individual's or family's Protected Personal Information to be shared in a database
- Authorization lasts for 7 years
- Completed by the **applicant**
- Not currently available at www.hacla.org/hip - e-mail hip@hacla.org for a copy



General Process – How to Apply

- Non-enrolled homeless individuals should call **LAHSA** at (213) 683-3333 and ask about **CES** (Coordinated Entry System)
 - **LAHSA** – Los Angeles Homeless Services Authority, ‘the lead agency in the Los Angeles Continuum of Care (LA CoC), which is the regional planning body that coordinates housing and services for homeless families and individuals in Los Angeles County’. LAHSA manages **CES** in the LA CoC
 - **CES** – Coordinated Entry System, the CoC-wide system LAHSA uses to manage homeless participant intake and assessment
 - **LAHSA** will take their number and have someone call them directly to discuss CES



General Process – Application Processing

- Landlord-Identified Unit:
 - HACLA processes received applications
 - HACLA schedules inspection
 - If unit passes, HACLA refers to **SPA Lead**
 - **Applicants** from HACLA homeless programs are referred to landlord
 - **SPA Lead** will process fee payment for landlord
 - Contracting process proceeds as usual



General Process – Application Processing

- Applicant-Identified Unit:
 - HACLA processes received applications
 - HACLA schedules inspection
 - If unit passes, HACLA refers to **SPA Lead** for payment only (no referrals will be made)
 - **SPA Lead** will process fee payment for landlord
 - Contracting process proceeds as usual



Additional Program Elements

- Security Deposit
- Moving Assistance
- Handyman Program
- Damage Mitigation



Q&A

